

State Approving Agency for Veterans Education 700 Foothill Blvd
Salt Lake City, UT 84113
Phone (801) 584-1973 Fax (801) 584-1964

Effective Date:	
Catalog Vol: _	

Application for Original Approval of an Accredited IHL

Thank you for your interest in approval for the training of veterans and other eligible persons under the GI Bill. This application contains the information we need from you in order to approve your programs. Once a completed application has been submitted, we will contact you within 30 calendar days to schedule an inspection of your facilities. Please contact us should you have any questions regarding this process.

Please complete this application fully, including the date and volume of the catalog you are submitting. We cannot process incomplete applications; they will be returned. Once completed, submit a signed application with all documentation in an electronic approval packet via email to utahsaa@utah.gov.

Part I: Institution Information

Complete this section

Name of institution.				
Physical Address:				
Mailing Address (if different from a	bove):			
School Director, President or Owne	er:			
Phone Number:	Fax N	Fax Number:		
Email Address: Website:		te:		
Name of Person completing applica	ition:			
Phone Number: Address (if different)		ess (if different)		
Email Address: Fax Number:		umber:		
	•			
When did the institution open D	Date:	NOTE: Certificate programs at Private		
under the current ownership?		Institutions: If you have not been in continuous operation for 24 months, the		

Part II: Program Information

Please list every program your institution offers that you would like approved. Attach an additional sheet or list if necessary

Program:	vould like approved Catalog Page	Clock Hours (if applicable)	Degree or diploma awarded
	rage	(ii applicable)	awarueu

Part III: Modes of Instruction

Each of these methods of education requires specific approval and certification. If the institution offers any of these modes and you do NOT request and receive approval, the Veteran cannot be certified for those courses. Non degree granting institutions may not receive approval for any programs that contain an element of distance education, which includes Independent Study or Online training.

Independent Stud	dy	Yes	N	No	Sign Here:		
Definition	Independent study consists of a prescribed program of study with regular interaction between the student and faculty. The interaction may be in person or through use of technology, including mail, telephone, video conferencing, computer technology (to include E mail), and other means. This includes Online classes.						
This Institution Certifies That:	schedule system a	These courses are: part of the approved curriculum of the school; offered without any regularly scheduled conventional classroom or lab sessions; measured in the same units and graded in a similar system as other courses; not cooperative courses or correspondence courses; and meet requirements for graduation. (38 CFR 21.4267 (a))					
Practical Trainin	g	Yes	N	No	Sign Here:		
Definition:					uded in a program of st ling clinical hours and t		such terms as internship, idencies.
This Institution Certifies That:	directly s	supervise institutio	d by the	e schoo nature a	ol with an assigned inst as distinguished from tr	ructor; measured in t	unit subject description; he same units as other and meet requirements for
Cooperative Trai	raining Yes No Sign Here:						
Definition	A full time program of education consisting of phases of school instruction alternating with training in business or industrial establishment with such training being strictly supplemental to the school instruction. Alternating periods may be a part day in school and a part day on the job or may alternate on a daily, weekly, monthly or term basis. (38 CFR 21.4233 (a))						
This Institution Certifies That:							
Off Campus Teac			Yes	No	List all Off Camp	-	-
Remedial Training Yes No List all remedial courses by course number and title					title		
Course # and Title					Credit Hours	Catalog Page	

Part IV- Catalog Review

The following information <u>must</u> be included with the approval request packet, either included in the catalog or as an attachment to it (enrollment agreement, student handbook etc.). Website links are not accepted. The approval cannot be finalized until all of this information has been reviewed to meet the standards of the law.

	Item	Page		Item	Page
	Tuition Rates and Fee Chart			Graduation Requirements	
	Academic Calendar			Attendance Standards	
	Entrance Requirements			Prior Credit Policy	
□	List of Faculty/Instructors with		□	Student Conduct Policy (include	
	Qualifications (degree, license,			student appeal rights and	
	experience etc.) List of Schools Governing Body			processes) Program Outlines (broken down	
	and Officials			by clock or credit hours)	
П	Enrollment Dates		П	VA Form 20-8206	
	Leave of Absence Policy			Refund Policy	
	Grading System		П	Evidence of Accreditation	
	Enrollment Agreement and			Description of Facilities and	
	Student Handbook (if applicable)			Equipment	
	Standards of Progress			Effective Date of Catalog	
_	Contracts and Agreements with			VA Form 22-1919 (private	
	another Institution (if applicable)			institutions)	
	VA Form 22-8794			Additional material requested by	
				Utah State Approving Agency (if	
				applicable)	
	Compliance with 38 U.S.C.			List of all programs requested	
	3679(e) (Policy or Addendum)			for approval	
	Verification of Legal Operation			Evidence of 24 continuous	
	(Registration or Exemption with			months of operation for NCD's (2	
	Utah Division of Consumer			previous years of student	
	Protection, DOPL, Business			enrollments, attendance etc.)	
	License etc.)				
				Advertising (materials shall include, but are not limited to: mail pieces, brochures,	
				printed literature, films, online advertising, broadcast media, material disseminated	
				through print media, tear sheets, leaflets,	
				handbills, fliers, and any sales or	
				recruitment manuals.)	

By signing this application, I certify that:

- The information contained in this application and attachment(s), catalog or bulletin, student handbook, supplements, addenda and the supporting approval material is true and correct in content and policy as required by 38 CFR 21.4253 (accredited) or 21.4254 (non accredited). We understand that documents or statements found to be false, fictitious, fraudulent, misleading or misrepresenting the institution, its programs will result in the immediate suspension, withdrawal or denial of approval.
- The educational institution maintains adequate records, as prescribed by the State Approving Agency, to show the progress and grades of the eligible person or veteran and to show that satisfactory standards relating to progress and conduct are enforced.
- The school will make available to the authorized government representative records and accounts pertaining to eligible persons who received educational assistance. The institution will retain these records for three years from the student's graduation or termination date.
- The institution maintains a written record of the previous education and training of the eligible person that clearly indicates that appropriate credit has been given by this institution for previous education and training, with the training period shortened proportionately.
- The curriculum and instruction are consistent in quality, content, and length with similar programs in other public or private schools in the state, with recognized standards.
- The school has adequate space, equipment, facilities, instructional materials, and instructor personnel to provide training of good quality.
- This institution does not use erroneous, deceptive, or misleading practices nor does it advertise "VA" or "School" approval.
- This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

Printed Name and Title of authorized Institutional Representative	Signature	Date



STATEMENT OF ASSURANCE OF COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

	(hereinafter called the "Signatory")
(Name of Organization, Institution, or Individual)	
HEREBY AGREES THAT	
it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to cend that no person in the United States shall, on the ground of race, color, nat (Title IX, in education programs and activities only), or age (Age Discriminal denied the benefits of, or be subjected to discrimination under any program of assistance or other benefits under statutes administered by VA (Department of Education), or any other Federal agency. This assurance applies whether assist through benefits paid to a student, trainee, or other beneficiary because of em	Act of 1973 (29 U.S.C. 794), the Age Discrimination arry out such laws. This assurance is directed to the ional origin (Title VI), handicap (Section 504), sex tion Act) be excluded from participation in, to be r activity of the Signatory receiving Federal financial of Veterans Affairs), the ED (Department of stance is given directly to the recipient or indirectly
The Signatory HEREBY GIVES ASSURANCE that it will promptly take me	asures to effect this agreement.
If any real property or structure thereon is provided or improved with the aid Signatory by VA or ED, this assurance shall obligate the Signatory, or in the the period during which the real property or structure is used for the purpose or for another purpose involving the provision of similar services or benefits, for the period during which the Federal financial assistance is extended to any agency.	case of transfer of such property, any transferee, for for which the Federal financial assistance is extended In all cases, this assurance shall obligate the Signatory
THIS ASSURANCE is given in consideration of and for the purpose of obtain furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapters 40, 41, 42, 43, 44, 45, 45, 46, 47, 47, 48, 48, 48, 48, 48, 48, 48, 48, 48, 48	C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 1008, 3402(a)(2), 5031-5037, 5051-5056 apter 106. Under the terms of an agreement between y ED through programs administered by that agency, the Signatory and/or benefits paid to a beneficiary
The Signatory agrees that Federal financial assistance or other benefits will be agreements made in this assurance; that VA or ED will withhold financial assistance with the equal opportunity laws; and that the United States shall leassurance.	sistance, facilities, or other benefits to assure
THIS ASSURANCE is binding on the Signatory, its successors, transferees, a provided. The Signatory assures that all contractors, subcontractors, subgrant services or benefits to its students or trainees in connection with the Signatory those students or trainees in violation of the above statutes.	ees, or others with whom it arranges to provide
The person who signature appears below is authorized to sign this assurance.	
(Date)	(Signature of authorized official)
	(Title of authorized official)
(Mailing address)	

Supersedes VA Form 27-8206, FEB 1992, which will not be used.

VA FORM 20-8206



CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS ONLY

Privacy Act Notice: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain benefits. We cannot pay education benefits to any person training at your school until we receive this information (38 U.S.C. 3686 (b)). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to approve courses at your school for VA purposes and pay education benefits to trainees at your facility. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB internet Page at www.whitehouse.gov/omb/informy/OMBINV.VA.EPA.html#VA , If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.					
NAME AND ADDRESS OF INSTITUTION					
PURPOSE: This form informs individuals that the law h (1) and (2) below).	as restrictions concernir	ng any potential conflict of inter	rest. (See certifications		
	ETARY PROFIT SCH	IOOLS ONLY			
Title 38 U.S.C. 3683 prohibits employees of the Depart owning any interest in an educational institution operat any wages, salary, dividends, profits, gifts, or services that no detriment will result to the government, or to ve	(I) PROPRIETARY PROFIT SCHOOLS ONLY Title 38 U.S.C. 3683 prohibits employees of the Department of Veterans Affairs (VA) and the State approving agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, profits, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons. Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."				
NAME AND TITLE OF EMPLOYEES(S)	DESCRIPTI	ION OF ASSOCIATION WITH SCI	HOOL		
(2) ALI	L PROPRIETARY SC	HOOLS			
Title 38 C.F.R. 21.4202(c), 21.5200(c), 21.7122(e)(6), and 21.7622(f)(4)(iv) prohibit the payment of educational assistance to any veteran or eligible person based on an enrollment in any proprietary school of which the veteran or eligible person is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, or is an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners, or officers of your school who receive VA educational assistance based on an enrollment in your school. If there is none, please enter the word "none."					
NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER		ENT WITH YOUR SCHOOL		
		FROM	то		
CERTIFICATION: LDO HEREDY CERTIFY 4 4	ing about any true and com	root to the best of my browledge	Lamos to immediately		
CERTIFICATION: I DO HEREBY CERTIFY that the entr notify VA of any potential violations of the above prohibition		tect to the oest of my knowledge.	1 agree to immediately		
SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE O		TITLE	DATE		
	EDES VA FORM 22-1919, OCT ILL NOT BE USED.	2007,			

OMB Approved No. 2900-0262 Respondent Burden: 10 Minutes Expiration Date: 05/31/2021

Facility Code-Completed by VA Only



DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

- 1. This form MUST ONLY be completed by a responsible official with the authority to designate certifying officials for the school or training establishment
- This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

Item 1: Enter the complete name and address of the school or training establishment

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)

Item 2A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. Provide individual's direct telephone number, fax number and email address.

Item 2B: Enter the name of Read-Only School Officials with limited jurisdiction. Use Item 3 (Remarks) if additional space is needed.

Item 3: Remarks

Items 4 and 5: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

Item 6: Print name

Item 7 and 8: Provide email address and direct telephone number.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

L			
	HE FOLLOWING ARE DESIGNATED AS CERTIFYING		
OF		JIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-J	IE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OB OR APPRENTICESHIP TRAINING (AS APPLICABLE),
	NAME	TITLE	SIGNATURE
(1)	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL
	NAME	TITLE	SIGNATURE
_			
(2)	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL
	NAME	TITLE	SIGNATURE
_			
(3)	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL
	NAME	TITLE	SIGNATURE
(4)			
(4)	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL

VA FORM 22-8794

SUPERSEDES VA FORM 22-8794, SEP 2014, WHICH WILL NOT BE USED.

	CE	FOR READ-ONLY SCHOOL OFFICIALS WITH LIMITED AUTHORITY - LIMITED A NROLLMENT INFORMATION, REQUEST INFORMATION, SUBMIT INQUIRES, ETC RTIFICATIONS OR OTHERWISE PROVIDING ENROLLMENT DATA TO THE VA. T UDENTS. ENTER SCHOOL OFFICIALS ONLY.	3. П	INCLUDES ALL PERMIS	SIONS EXCEPT SIGNING AND SUBMITTING
1	NO.	NAME	NO		NAME
	(1)		(6)		
	(2)		(7)		
	(3)		(8)		
	(4)		(9)		
	(5)		(10		
1	3. R	REMARKS			
	it is	s acknowledged that each of the Individuals designated as certifying official	is mu	ist successfully comp	ete online training for new certifying officials prior
	to t	being granted access to VA's certification system. Individuals requesting "I remarks section (#4) above if a certifying official is in receipt of VA educat I be notified of any changes in the designations shown on this form, to inclu	Read Ion b	Only" access are not enefits. It is hereby	required to complete this training. Indicate in continuous that the Department of Veterans Affairs
		SIGNATURE AND TITLE OF DESIGNATING OFFICIAL	5. D	ATE	5. PRINT NAME
	7. E	EMAIL ADDRESS		8. PHONE NUMBER	
	_	NALTY - The law provides that whoever makes any statement of a material fact l			
	PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.s.C. 3680(q)). The responses you				
	SUB	omit are considered confidential (38 U.S.C. 5701). Any information provi	ned	ov applicants recipie	ous and others is subject to vertication through

computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB internet Page at www.reginfo.gov/publickio/PRAMain. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.



State Approving Agency for Veterans Education 700 Foothill Blvd Salt Lake City, UT 84113

Phone (801) 584-1973 🔷

Fax (801) 584-1964

Institution Name:	Address:
for eligible students to receive these benefits herein by the SAA and	named institution are approved by the <i>Utah State Approving Agency for Veterans Education</i> (SAA) receive education benefits from the U.S. Department of Veterans Affairs. Students who enroll to are required to abide by the policies and rules of the school and by the rules and regulations set forth d the U.S. Department of Veterans Affairs. In instances where the policies stated herein vary itution, this addendum supersedes all conflicting policies and procedures.
	Please read this Addendum carefully and sign and date at the bottom of the form.
	s Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, ation will be required to sign this compliance form to confirm your compliance with the requirements
Effective August 1, 2 Approving Agency, s	019, the State Approving Agency, or the Secretary when acting in the role of the State hall disapprove a course of education provided by an educational institution that has in effect a stent the areas below:
	dividual is any individual who is entitled to educational assistance under Chapter 31, Vocational aployment, or chapter 33, Post-9/11 GI Bill® benefits.
the date on w educational a Benefits" obt	<u>overed individual</u> to attend or participate in the course of education during the period beginning on hich the individual provides to the educational institution a certificate of eligibility for entitlement to ssistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of ained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form I authorization purposes) and ending on the earlier of the following dates:
2. 90	e date on which payment from VA is made to the institution. days after the date the institution certified tuition and fees following the receipt of the certificate of gibility.
denial of acc borrow addit financial obli	our educational institution will not impose any penalty, including the assessment of late fees, the ess to classes, libraries, or other institutional facilities, or the requirement that a covered individual ional funds, on any covered individual because of the individual's inability to meet his or her gations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. document attests that your facility currently complies with the requirements of 38 USC 3679(e).

Signature and Date

Print Name and Title of Official